

California Department of Alcohol and Drug Programs
Safe and Drug Free Schools & Communities

Annual Report Format

July 23, 2004

The purpose of the SDFSC annual report is to provide information on grantee progress toward meeting the goals and objectives of the grant, and steps being taken to ensure that the Principles of Effectiveness are being implemented. While the annual report must be in a narrative format and not rely on attachments to “tell the story,” detailed and quantitative information should be provided when appropriate.

The following outline is provided as a guideline for structuring your report. It is expected that each of the major categories and numbered questions will be addressed.

I Project Description

- A. Please provide a brief description of your project. Include the ATOD-related problem and/or risk or protective factor this project addresses.
- B. What science-based prevention program or strategy are you implementing? Are you implementing a model program? By which agency has it been approved (i.e., CSAP)?
- C. For each of your core service components, describe the level of implementation achieved. Were services provided at expected levels of duration and frequency? *Be sure to note if there have been any changes to the service design and the reason for the changes. Please describe any delays that occurred and the reason for the delay.*
- D. If implementing a model program, describe any adaptations you’ve made to the program (i.e. partial implementation of a curriculum or modifications to intended frequency/duration) and how program fidelity is being ensured.

II Target Population

- A. Describe your strategies for targeting and recruiting high risk/under-served youth and/or families for your project? *Describe any screening or recruitment tools that are utilized as well as any barriers to recruitment.*
- B. For each core component list the number of participants that have been recruited and the demographic characteristics of the participants (i.e., age, gender, and ethnicity). *Describe any changes to your target population from your initial proposal.*
- C. How are youth retention rates being tracked within each service component? To what extent are you tracking overlap in youth participation across the core program components?

III Program Planning, Management, and Collaboration

- A. Describe the role of the county AOD office in managing and monitoring the SDFSC project and extent to which the county AOD staff has actively participated in the project planning and implementation. *Describe any grant/subrecipient staffing structures that have changed and reason for change.*
- B. Identify the service partners and their roles. *Describe any changes in service partners from original proposal.*
- C. How have you achieved key stakeholder involvement (including local educational agencies and parents of participants)? How are you providing program feedback to these individuals? *Please identify specific methods (i.e., advisory boards, focus groups, satisfaction surveys) and any successes and challenges encountered.*

IV Results/Outcomes

- A. Describe the data collection tools that are being utilized and identify any changes that have been made to the evaluation design from what was originally proposed.
- B. For each of the grant goals and objectives, describe the progress made towards data collection and include preliminary evaluation findings.
- C. Were there any unanticipated results, either positive or negative, that you have not already described? If yes, please describe the implications to the grant.
- D. What difference is this grant making in your community and for the target population you are serving?

V Lessons Learned

- A. Describe what you have learned based on the results and outcomes you reported in Section IV and what, if any, programmatic or organizational changes you feel should be made to the project as a result of this new knowledge.
- B. Did external or environmental factors (e.g., an economic downturn, a partner organization discontinuing services, etc.) affect the achievement of your program, organizational goals, or the anticipated timeline? If so, what did you do to address these issues?
- C. Please identify any areas that you believe the program could benefit from receiving technical assistance.

VI Future Efforts and Sustainability

- A. Describe your progress toward sustaining the project beyond the grant period. *Include any barriers to program sustainability.*
- B. If you have identified areas where increased collaboration between agencies would lead to positive outcomes for your participants, briefly describe your ideas.